

**STATE OF NORTH CAROLINA
JUDICIAL BRANCH OF GOVERNMENT**

Administrative Office Of The Courts

**REIMBURSEMENT OF
AUTHORIZED
PETTY/EMERGENCY PURCHASES**

INSTRUCTIONS: Complete in duplicate. This form is for reimbursement for film developing, post office box rent or items related to training such as snacks.

DO NOT USE THIS FORM FOR BOOKS, EQUIPMENT, PRINTING OR SUPPLIES AS THESE REQUIRE PRIOR APPROVAL FROM PURCHASING SERVICES. USE FORM AOC-A-201.

MAIL TO:



Administrative Office of the Courts
ATTN: Financial Services Division
P.O. Box 2448
Raleigh, NC 27602 OR Send By State Courier Service 56-10-50

I, the undersigned, request reimbursement for the payment of petty/emergency purchases as described below:

Date	Paid To	Paid Invoice/Description	Amount
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
TOTAL REIMBURSEMENT			\$

<i>Date</i>	<i>County/District/Department</i>
<i>Signature Of Payee</i>	<i>Signature Of Supervisor</i>
<i>Name Of Payee (Type Or Print)</i>	<i>Title Of Supervisor</i>

FOR USE BY AOC FINANCIAL SERVICES DIVISION			
COMPANY	ACCOUNT	CENTER	AMOUNT
020__	533110		
020__	532850003		
020__	535900		
020__			
Approval For Payment/Date			
Vendor No.			